

4 August, 1999

Statement of Work for TACOM-RI Single Stock Fund (SSF) Project Support for Non-Army Managed Items (NAMI) – Part 1 Planning and Demonstration

1. Scope: To provide implementation support and sustainment for the Tank-automotive and Armament Command, (TACOM-RI) mission for NAMI. NAMI consists of those class II and IX items that are managed by other Department of Defense components but there is no primary item management activity (PICA)/secondary item management activity (SICA) relationship established. Contractor will provide qualified personnel, management and materials necessary for providing support services at TACOM-RI. Rock Island Arsenal, IL and various designated government and contractor sites. At the discretion of the contracting officer's representative (COR), contracting officer's technical representative (COTR) or the assistant contracting officer's representative (ACOTR), travel may be required to various DoD Military Service sites, Other Government Agencies, and commercial logistics information system sites as required to conduct required business. Support for implementation and sustainment will include; (1) The integration of plans for NAMI with overall Single Stock Fund plans and business practices; (2) The development and implementation of verification and validation techniques to be used in pilot program tests for Single Stock Fund NAMI; (3) The support for implementation and sustainment for the asset management and financial aspects of the TACOM-RI mission for NAMI; and, (4) The related assessments, performance measurements, progress reports and presentations for the TACOM-RI NAMI mission.

- 2. Background:** A. The NAMI TACOM-RI mission is to identify and oversee implementation of Single Stock Fund related process improvement initiatives for NAMI within the Army.
B. The Army has invested a great deal of money in buying supplies managed by other DoD components. Before disposition of those assets, redistribution needs to take place within the Army to ensure maximum utilization.
C. There are no prior or on-going in-house or contract efforts for this new mission.
D. The mission is broken into three phases. The first phase will identify the specific tasks that are required to perform the required functions of NAMI oversight and establish implementing procedures. Work with the central design activity, domain managers, and customers and others to help define those requirements. Phase two consists of establishing working relationships and procedures with the three test sites, i.e., Fort Lewis, Fort Sill and Redstone Arsenal, and do the actual work at those sites during the test period. The last phase is sustaining that mission as it is expanded to the rest of the Army, worldwide. The tasks of phase one and two are identified in paragraph 3, below. Phase three is identified in a separate SOW.

3. Tasks: A. Phase I Tasks: Provide Logistics Functional and Program Management Support Services

3.A.1. General: Provide Army logistics functional and technical support, working with the TACOM-RI staff, Army Single Stock Fund advisory groups, Military Services/Agencies and industry. Contractor will provide briefings and prepare status reports on an as needed basis and present same to working groups and/or staff members. Primary support will be in the Rock Island, IL area with selected support at other Army Materiel Command and contractor locations.

3.A.2. Provide documentation of a comprehensive plan for NAMI support, gathering inputs and documentation already established from a variety of sources. This will be used as the baseline for TACOM-RI testing, implementation and sustainment for NAMI.

3.A.3. Provide identification of current logistics systems that may be impacted by, or cause impact to, the TACOM-RI plans for the implementation and sustainment for NAMI. The contractor will assess critical system linkages and identify potential flaws and solutions for approval and directed action by TACOM-RI.

3.A.4. Develop and provide documentation of verification and validation techniques to be used in pilot program tests for Single Stock Fund NAMI.

3.A.5. Provide documentation of the TACOM-RI mission and organization plan for implementation and sustainment for the asset management aspects of the TACOM-RI mission for NAMI.

3.A.6. Provide documentation of plans for assessments, performance measurements, progress reports and presentations for the TACOM-RI NAMI mission.

3.B Phase II Tasks:

3.B.1. Provide on-site support to the TACOM-RI organization for the preparations and conduct of pilot test projects for the Single Stock Fund NAMI. Conduct reconciliations, develop and support demonstrations, coordinate schedules, research transactions, and provide day to day operational support for TACOM-RI.

3.B.2. Provide off-site support at various test sites and other locations to the TACOM-RI organization for the preparations and conduct of pilot test projects for the Single Stock Fund NAMI. Conduct reconciliations, develop and support demonstrations, coordinate schedules, research transactions, and other similar day to day operational support for TACOM-RI.

3.B.3. Provide assessments, performance measurements, progress reports and presentations for the TACOM-RI NAMI mission.

3.B.4. Perform NAMI asset management functions during pilot test as follows:

- a. Serve as requisition processing source for NAMI items.
- b. Perform technical edit and causative research of all customer requisitions and Commodity Command Standard System (CCSS) rejects and coordinate corrective actions.
- c. Perform document control functions for all requisition activity and actions.
- d. Process actions related to high priority project coded requisitions. Serve as point of contact during non-duty hours ensuring full responsibility for requisitions required to provide support to customers, other commands, and higher headquarters.
- e. Serve as customer service point of contact on status and information on all requisitions and provide supply and shipment status to the customer.
- f. Maintain requisition history portion of document control file and exception data requisition file.
- g. Monitor systems applications that support assigned functions to detect and notify appropriate systems personnel of problems/abnormalities.
- h. Monitor/update status of open reject actions. Ensure all requisitions are processed in a timely manner.
- i. Receive off-line requisitions and convert to Military Standard Requisitioning and Issue Procedure (MILSTRIP) data format for entry into computer issue cycles.
- j. Receive, control, and process field excess reports.
- k. Prepare summary of field excess reports and process program challenge actions for excesses transferred to Defense Reutilization Materiel Office (DRMO) and various other reports as required.
- l. Monitor disposal releases directed for transfer to DRMOs.
- m. Provide disposition instructions on Quality Deficiency Reports (QDRs). Maintain integrity of accountable records, and research and process necessary adjustment to maintain accurate inventory.
- n. The asset management functions listed do not in any way allow the contractor to exert ultimate control over the acquisition, use or disposition of the property. The Government is still in control of the property and the Contractor is involved only to the extent of implementing Government decisions regarding same.

3.B.5 Perform NAMI customer support functions during pilot test as follows:

- a. Prepare feeder data and analysis for reports submitted to higher headquarters.
- b. Collaborate and assist in the development of inventory programs for assigned functional processes and functional personnel, both internal and external to the NAMI manager. Monitor systems applications supporting assigned functions to detect and notify appropriate systems personnel of any problems/abnormalities.

3.B.6 Perform NAMI accountable property functions during pilot test as follows:

- a. Provide advice and assistance on matters of accountability to all elements of NAMI manager.
- b. Assist in the review, analyze, and interpretation of regulations, directives, supply policies and procedures to determine applicability to and effect on NAMI property accounting.
- c. Attend, and participate in conferences, providing information to clarify/interpret regulations relevant to property and supply accountability.
- d. Monitor internal NAMI practices and reports for adherence to property accounting discipline.
- e. Make periodic site visits to storage locations to resolve problems and inspect physical inventory procedures.
- f. Serve as NAMI coordinator for coordination with storage locations, and control activities for adjustments and reconciliation of counts, discrepancies in inventory records and reports.

- g. Perform inventory research on location record/audits as required.
 - h. Maintain Inventory Error Cause Summary for inventory adjustments.
 - i. Collaborate and assist in development of inventory programs with systems and functional personnel.
- Monitor systems applications supporting assigned functions to detect and notify appropriate systems personnel of problems/abnormalities.
- j. Manage inventory rejects and process necessary actions to correct NAMI inventory record.
 - k. Ensure due-in records are established in a timely manner and updated as required.
 - l. Manage overdue receipt program to ensure timely receipt processing.
 - m. Analyze overdue receipts to detect trends and/or corrective actions needed.

3.C. Provide Monthly Report. Contractor will provide a monthly report which details the accomplishments for the month, costs for the month and to date, as well as any problem areas experienced during the report period to the designated COR/COTR.

4. Deliverable/Delivery Schedule: The contractor shall prepare, publish, and distribute data designated on DD Form 1423's, Contract Data Requirements List. All data delivered will become Government property with unrestricted rights. Unless the contractor is notified of rejection of the deliverable by the Government within 10 calendar days of receipt by the Government, the deliverable will be considered acceptable.

- 5. **Control Procedures:** A. Progressive review meetings will not be used as contractor personnel will be physically working with government oversight personnel.
- B. Reporting: Contractor must provide monthly reports as identified in DD Form 1423, attached (encl. 1).

6. **Staffing Plan:** The contractor will provide a program manager on site 15 days after receipt of order. Two additional senior functional analysts will be on staff 30 days ARO. Sixty days prior to Pilot test 4 journeyman logistics systems analysts will be on staff prepared to support both on-site and off-site SSF NAMI pilot test functions. Three additional journeyman logistics systems will be on staff to coincide with the beginning of SSF pilot test. Sixty days prior to SSF implementation 5 logistics specialist will be on staff. Two financial program execution analysts will be on staff to coincide with the beginning of SSF implementation.

7. **Government Furnished Support:** The Government will provide the following equipment and information:

7.1. For work performed at government locations, the government will provide all necessary facilities, including office space, telecommunications, furniture, and required access/badges for the duration of the delivery order. Office space at the TACOM-RI site; desk, chair, PC, copy machine, fax and telephone will be made available to the contractor. The Government will provide access to task-related knowledgeable DoD personnel and personnel with decision-making authority.

7.2. Access to government personnel who can provide information and insight on the applicable logistics information systems.

7.3. Access to government hardware/software required for data and systems analysis, development, integration, implementation and deployment. While it is anticipated that the majority of the analysis, development and integration can be performed on Government hardware and software, additional requirements identified will be reviewed by the COR/COTR or the ACOTR and fulfilled as appropriate; however, nothing in this SOW will be construed to mean a change or modification to the contract can occur without the specific approval of the Contracting Officer.

7.4. Existing logistics information system applicable data and process models.

7.5. Contractor-Furnished Property/Services. Contractor will provide all required materials necessary for accomplishment of the tasks within the Statement of Work.

8. **Other Pertinent Information or Special Considerations:**

8.1. **Non-Disclosure and Proprietary Information.** The contractor shall have access to acquisition sensitive information during the performance of this task order. The contractor shall ensure that all TACOM-RI acquisition

information is tightly controlled and remains with the Government domain. The contractor agrees that all personnel having access to TACOM-RJ acquisition sensitive information shall sign a non-disclosure statement. All Contractor personnel assigned to this task will adhere to TACOM-RJ nondisclosure requirements.

8.2. Any major adjustments or new requirements to the scope of this effort must be reviewed and authorized by the Contracting Officer. The COR, COTR or the ACOTR will then review any adjustments with the Contractor Team Program Manager; efforts will proceed only under mutual agreement that the modification will not negatively impact the original scope of work or subsequent milestones and deliverables.

8.3 Travel and Per Diem: The contractor will perform travel, as required, to attend meetings, conferences, demonstrations and working groups as necessary to perform the tasks described in the SOW. All travel expenses incurred by contractor employees in performance of this task shall be allowable only to the extent they do not exceed the amounts allowed as specified in the Joint Travel Regulations (JTR), volume II.

- 8.4 Assumptions and Constraints:
- a. The Contractor shall not, under any circumstances, supervise or otherwise direct Government employees or other Contractors employed under other Government contracts.
 - b. The Government shall not directly or indirectly provide supervision or control of Contractor personnel.
 - c. Informal Communications: The Contractor shall maintain informal communications with the COR on a weekly basis or more often if deemed necessary. The Contractor shall provide information only to the Contracting Officer, COR, COTR or ACOTR unless approved for release by the Contracting Officer or COR. Any issues or problems that cannot be resolved through these informal conversations shall be addressed at formal In-Process Reviews.
 - d. Contractor hours for will be 8 hours per day 5 days per week (Monday through Friday) between the core hours of 0630 and 1600. Unless otherwise specified, the Contractor shall not be on-site on Government holidays. The government holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. Overtime is not allowed unless negotiated and approved by the Contracting Officer or his representative in advance of performance. All performance is to be conducted in a professional manner and shall be in accordance with Standards of Conduct, AR 650-1. Any infraction of this provision will be due cause for immediate replacement of personnel as requested by the contracting officer or COR.

CONTRACT DATA REQUIREMENTS LIST

F. Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0001				B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>			
D. SYSTEM/ITEM NAMI Support				E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO. 1		2. TITLE OF DATA ITEM General Support				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE Scope of Work 3.A.1		6. REQUIRING OFFICE AMSTA-LC-CN			
7. DO 250 REQ N/A		9. DIST STATEMENT REQUIRED N/A		10. FREQUENCY Daily		12. DATE OF FIRST SUBMISSION 15 Days after ARO		14. DISTRIBUTION	
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1. DATA ITEM NO. 2		2. TITLE OF DATA ITEM Documentation of Plan				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE Scope of Work 3.A.2		6. REQUIRING OFFICE AMSTA-LC-CN			
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16. REMARKS						AMSTA-LC-CN		1	
								15. TOTAL → 1	
1. DATA ITEM NO. 3		2. TITLE OF DATA ITEM Systems Impact				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE Scope of Work 3.A.3		6. REQUIRING OFFICE AMSTA-LC-CN			
7. DO 250 REQ N/A		9. DIST STATEMENT REQUIRED N/A		10. FREQUENCY As Rqd		12. DATE OF FIRST SUBMISSION 150 Days after ARO		14. DISTRIBUTION	
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1. DATA ITEM NO. 4		2. TITLE OF DATA ITEM Verification/Validation Techniques				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE Scope of Work 3.A.4		6. REQUIRING OFFICE AMSTA-LC-CN			
7. DO 250 REQ N/A		9. DIST STATEMENT REQUIRED N/A		10. FREQUENCY As Rqd		12. DATE OF FIRST SUBMISSION 120 Days after ARO		14. DISTRIBUTION	
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16. REMARKS						AMSTA-LC-CN		1	
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G. PREPARED BY Mark H. Merchies				H. DATE 4 Aug 99		I. APPROVED BY Jerry J. Jackson		J. DATE 4 Aug 99	

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D. SYSTEM/ITEM NAMI Support		E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. 5	2. TITLE OF DATA ITEM Mission/Organization Documentation			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE Scope of Work 3.A.5		6. REQUIRING OFFICE AMSTA-LC-CN	
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1. DATA ITEM NO. 6	2. TITLE OF DATA ITEM Plans for Assessments/metrics/briefs			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE Scope of Work 3.A.6		6. REQUIRING OFFICE AMSTA-LC-CN	
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1. DATA ITEM NO. 8	2. TITLE OF DATA ITEM SSF Pilot Test Off-Site Support			3. SUBTITLE	
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1. DATA ITEM NO. 9		2. TITLE OF DATA ITEM SSF Pilot Test Program Assessments		3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE Statement of Work 3.B.3		6. REQUIRING OFFICE AMSTA-LC-CN	
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4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE		6. REQUIRING OFFICE													
7. DO 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION											
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G. PREPARED BY Mark H. Merches				H. DATE 4 Aug 99		I. APPROVED BY Jerry J. Jackson				J. DATE 4 Aug 99	
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